



Capital Improvement Projects Coordinator

City of Miami Gardens, FL. (109,700)

Posted Date: 03/07/14

Deadline: 03/14/14 or until filled

Starting Salary: \$55,152 min. to \$68,940 mid. /DOQ

Nature of Work:

This is professional and highly skilled administrative work in the coordination of building design and construction projects. Responsibilities include coordinating project schedules, project document control, grant reporting, data entry for project management, and various high skilled administrative tasks necessary to support the Capital Improvement Division. Work requires employee to perform administrative, purchasing, basic accounting, and record keeping functions. Acts as a liaison with the City Building Department, as well as other county, state, and community agencies.

Supervision is general in nature, although all major decisions are referred to the Capital Improvement Project Director for instruction and direction. The Capital Projects Coordinator is expected to coordinate and manage operations with considerable independence in adherence to established policies and operational procedures, as well as applicable City, State and Federal Regulations. Work is evaluated for end results and project key success indicators.

Minimum Requirements:

A Bachelor's Degree from an accredited college or university in the areas of Public Administration, Project Management, or closely related field. Four (4) years administrative, building permit processing, project management, and/or construction industry professional work experience. Familiarity with Eden software system desired. A combination of relative training and experience will be considered.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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